
Substance Abuse and Crime Prevention Act SACPA Reporting Information System

User Manual Part I: Introduction

Updated: March 7, 2003

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I N T R O D U C T I O N

About This Application

The SACPA (Substance Abuse and Crime Prevention Act of 2000) Reporting Information System is a web application developed by the Department of Alcohol and Drug Programs (ADP). California counties will use this tool to submit and update SACPA County Plan, Expenditure information, Annual Financial Status Report and SATTA (SB 223) related data to ADP. ADP's Office of Criminal Justice Collaboration will utilize this information to authorize the release of annual allocations to counties, and track and report progress.

The major data entry components to the SACPA Reporting Information System are:

- County Plan Entity Information
- County Plan Service/Activity Information
- County Plan Capacity Projections
- County Plan Client Projections
- County Plan Questions
- Plan Description
- Financial Status Reports
- Expenditure Report – Entity Information
- Expenditure Report – Service/Activity Information
- Other Services Client Counts
- Case Management Client Counts
- Other Services Wait List Counts

Using this application, you will be able to create and track multiple working drafts of your county's plan, expenditures and various client counts. Each version of the plan will be marked with a status to represent its stage in the County Plan development, approval and allocation processes.

The application also contains a reporting function that allows you to view and print the County Plan, Expenditure Report, Other Services Counts and Annual Financial Status Report information entered in the system.

This document is a user reference manual that is intended to support individuals entering data into the SACPA Reporting Information System.

A. Accessing the SACPA Reporting Information System

Because the SACPA Reporting Information System is available through the Internet, you will access the application through the ADP and SACPA web sites.

- ADP Home Page <http://www.adp.ca.gov>
- SACPA Home Page <http://www.adp.ca.gov/SACPA/prop36.shtml>

ADP recommends that you access the SACPA Reporting Information System application through the SACPA Home Page. You will find important notices regarding any changes or updates to the system on that page.

Getting Help

Contact ADP's Automation Help Desk if you have questions or problems related to the SACPA Reporting Information System.

Automation Help Desk

1-877-517-3329

Monday through Friday

8:30 AM to 4:30 PM

Logging On To the SACPA Reporting Information System

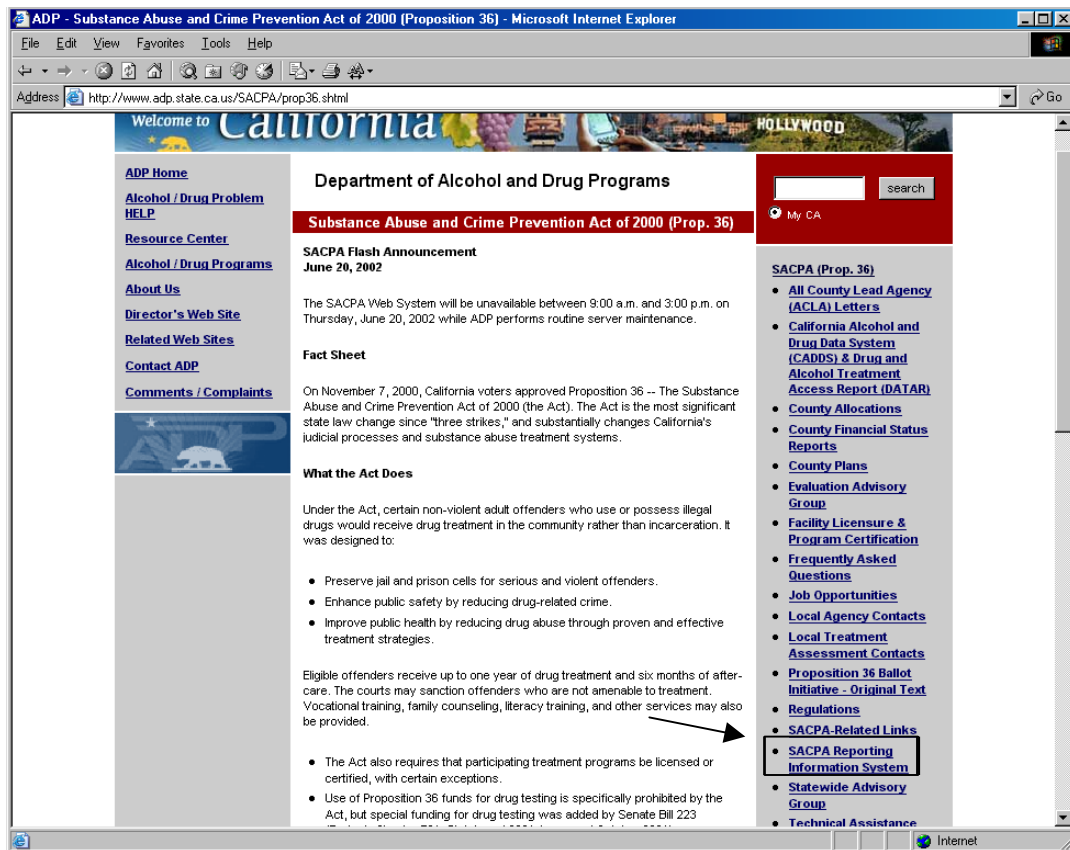
ADP requires you to have a User Name and Password that are issued to you by ADP via an application process. Use the assigned User Name and Password to log on to the SACPA Reporting Information System. After your initial logon, you will be required to change the password you use. It is critical that you remember your new password, as it will be required each time you log into the system. If you forget your password, please call the Automation Help Desk at 1-877-517-3329. The help desk staff will email your password to you.

To log onto the SACPA Reporting Information System, follow the steps below:

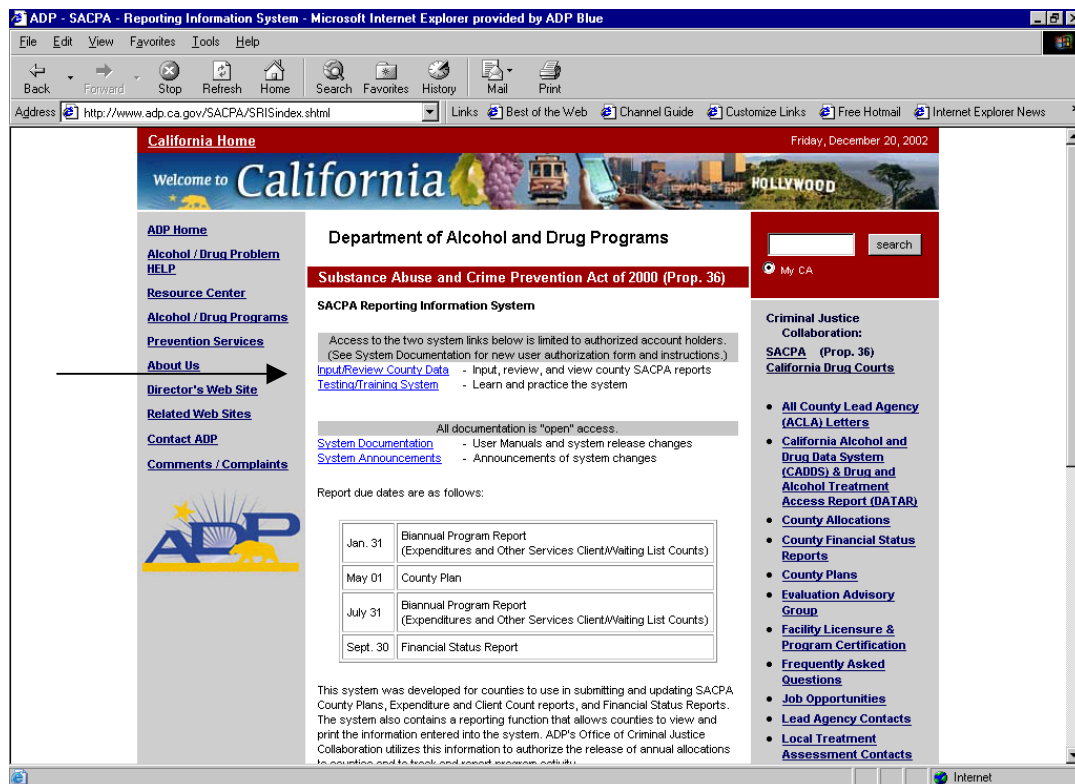
1. Open Internet Explorer or Netscape Navigator.
2. Enter the address: <http://www.adp.ca.gov>
3. Press **ENTER**. The ADP Home Page is displayed below.



4. Click the **Prop 36 Substance Abuse and Crime Prevention Act** link indicated. The Substance Abuse and Crime Prevention Act Home Page is displayed.



5. Click the [SACPA Reporting Information System](#) link on the left menu list. This will take you to the SACPA Reporting Information System page.



6. On the SACPA Reporting Information System page, click either:

- Testing/Training System. Select **Testing/Training** when you want to practice using the application. Data entered in this environment cannot be submitted to ADP and will not affect “real” data.

or

- Input/Review County Data. Select **Input/Review County Data** when you want to enter actual County Plan information.

7. You will be prompted for a User Name and Password. Enter the User Name and Password assigned to you by ADP. It is very important to remember your password, as you will need this password each time you log into the system.
8. Click **OK**. The Welcome to the SACPA Reporting Information System page will be displayed.

SACPA - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://sacpa.adp.state.ca.us/Contents/Asp/Login.asp> Go

Welcome to California

Department of Alcohol and Drug Programs SACPA Reporting Information System

Welcome to the SACPA Reporting Information System

Please reconfirm your Password and click the *Submit* button

Staff Name Mr. Christopher B Shearer

User ID CSHEARER

Password:

Submit Reset

Done Internet

9. Enter your Password. This is the same password that was issued to you by ADP.
10. Click the **Submit** button. The Fiscal Year Selection page will be displayed. From this page you can begin using the SACPA Reporting Information System.

SACPA - Microsoft Internet Explorer provided by ADP Blue

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print

Address <https://sacpatest.adp.ca.gov/Contents/Asp/FiscalYearSelection.asp> Links Best of the Web Channel Guide Customize Links Free Hotmail Internet Explorer News

Welcome to California

Department of Alcohol and Drug Programs SACPA Reporting Information System

Home Pages

- CA Home Page
- ADP Home Page
- SACPA Home Page

Change Password

County Information

Submissions

Reporting

ADP Assistance

Napa County Health and Human Svcs Agcy/Alcohol and Drug Programs

Fiscal Year Selection

To view or set up your county's contact information and authorized approvers, please select the [County Information](#) link.

To change your password, please select the [Change Password](#) link.

To produce reports (hardcopy or electronic) from your data, please select the [Reporting](#) link.

To Start or Modify Your County's Submission to ADP

Select a Fiscal Year

[2000/2001](#)

[2001/2002](#)

[2002/2003](#)

[2003/2004](#)

[2004/2005](#)

[2005/2006](#)

[Back to Top of Page](#)


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Done Internet

Logging Out of the SACPA Reporting Information System

When you have finished entering data into the SACPA Reporting Information System, you will need to log out of the application.

- Click the  in the upper right corner of each browser window until you have completely exited all browser windows.

B. Changing Your Password

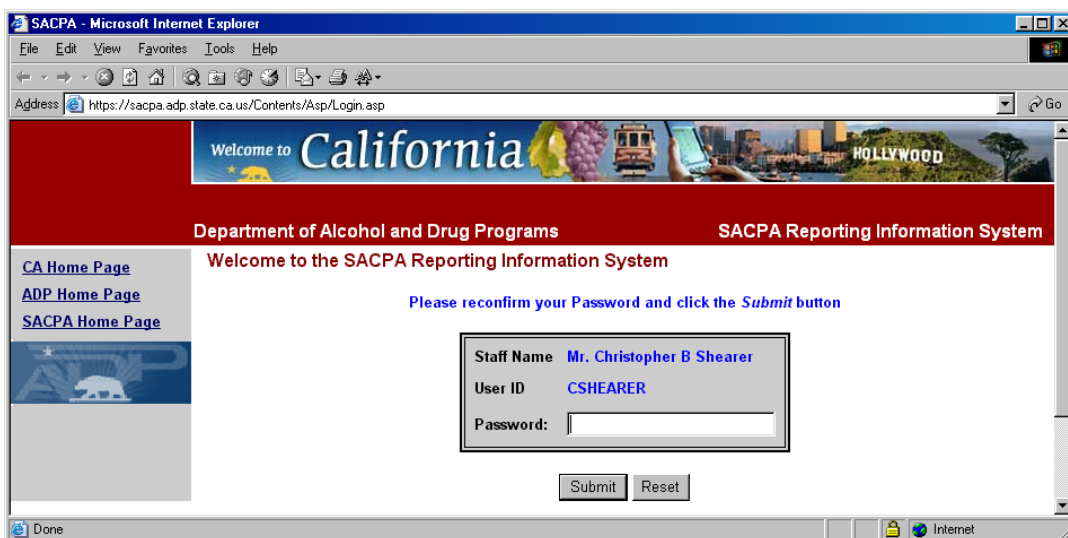
The first time you log on to the SACPA Reporting Information System, you will use the password assigned to you by ADP. For security purposes, once you are logged on, the system will prompt you to change your password. Your password will be valid for up to 90 days, after which time you will be required to change it using the **Change Password** page on the SACPA Reporting Information System Navigation Bar. It is very important to remember your password, as it is required each time you log into the system. To change your password, follow the instructions below.

1. Click [Change Password](#) link on the Navigation Bar. The Internet Service Manager page will be displayed. Your User Name will be displayed in the **Account** field.
2. In the **Old Password** field, type your current password.

In the New Password field, type your new password. Passwords:

- Must be at least six characters long;
- Are case-sensitive;
- Cannot be used more than once; and
- ADP recommends that spaces not be used in a password.

3. In the Confirm New Password field, type your new password again.
4. Click **OK**. If your password is successfully updated, the message **“Password successfully changed”** will be displayed. If you entered your old password incorrectly, the message **“The specified network password is not correct”** will be displayed. If you did not enter your password correctly when confirming your new password, the message **“Passwords don’t match”** will be displayed. If you entered a password with fewer than six characters or that has been used more than once, the message **“Either the password is too short or password uniqueness restrictions have not been met”** will be displayed.
5. Click the [Back to Application](#) link. The Welcome to the SACPA Reporting Information System page will be redisplayed.



6. Enter your password and click the **Submit** button. You will be able to continue working in the application. The next time you login, you must use your new password.
7. If your password change was not successful, repeat steps 1-6 until the update is complete.

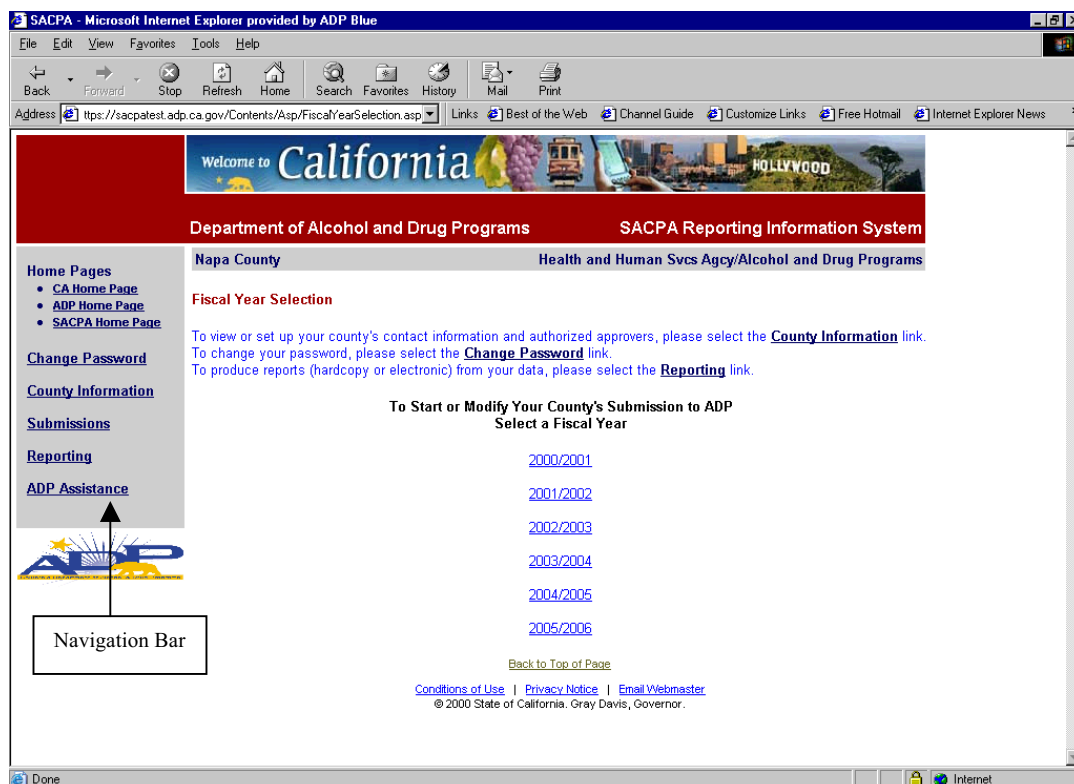
C. General Functionality

You will notice several key features and buttons that are used consistently throughout the application. These features are described below. At the end of this section you will also find a list of additional hints to help you use the SACPA Reporting Information System and an example of a typical data entry flow.

Standard Features

Use This	For This Purpose
1. Navigation Bar	To access specific pages within the application.

The Navigation Bar is the Grey panel that is visible at the top left side of your browser while you are in the SACPA Reporting Information System. Click any link in the navigation bar to open the requested page.



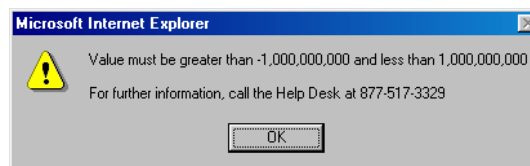
2. Save	The Save button is located at the bottom of most pages. This button acts as a save button for data you enter. If an error exists in the data, the system will issue an error message.
----------------	---

Use This

3. Cancel

4. Reset

For This Purpose



If all values are valid, the data will be saved.

To return to the previous page.

The Cancel button is located at the bottom of most pages.

To clear un-submitted information entered on a page. Reset will redisplay the last saved version of data.

The Reset button is located at the bottom of most pages.

[ADP Home Page](#)

[SACPA Home Page](#)

[Change Password](#)

[Fiscal Year Setup](#)

[County Information](#)

[County Plans](#)

[Expenditures](#)

[Financial Status](#)

[Client Counts](#)

[Other Services](#)

[Waiting List Counts](#)

[Reporting](#)

View/Update Contact Information

To update Contact Information for this Lead Agency, enter the contact information and click the [Submit](#) button.

Contact Information

Name: Ms. First: Last:

Job Title:

Phone: - - - Ext:

Fax: - - -

Pager: - - -

Mobile Phone: - - -

Email Address:

Lead Agency Roles:

☐ Lead Agency Contact

☐ Plan Contact

☐ Financial Status Report Contact

☐ Financial Status Report Approver Level 1

Effective Date (From - Through): / / / - / / /

☐ Financial Status Report Approver Level 2

Effective Date (From - Through): / / / - / / /

Notes:

Submit
Reset
Cancel

5. Text/Numeric Fields

For data entry. In most text fields, such as fields for names, you can type any combination of letters and numbers. In numeric fields such as **Existing Capacity**, you can only enter numbers.

Use This

6. List Fields

7. Radio Button

Add Financial Status Report for Fiscal Period:

- ☒ January 1 - March 31, 2001
- ☐ January 1 - June 30, 2001
- ☐ 2001/2002
- ☐ 2002/2003
- ☐ 2003/2004
- ☐ 2004/2005
- ☐ 2005/2006

8. Prior Page link

[Financial Status Report](#)

[Prior Page](#)

[Back to Top of Page](#)

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For This Purpose

To select an entry from a predefined list of choices. You are limited to the choices provided and cannot type new entries. To select an entry in the list:

- Use the mouse to scroll as needed and select the entry.

-OR-

- Use the UP and DOWN arrows on your keyboard, select the value you want displayed.

To select a desired option. A radio button is the blank circle located next to an option.

To mark a radio button, click in the circle.

This link will take you back to the prior page.

Some Hints

The following items provide additional information to help you use the SACPA Reporting Information System.

- Remember your password. You will need it each time you log into the system.
- To move from one field to another, click in the desired field with your mouse or use the TAB key on your keyboard to move one field at a time.
- Enter dollar amounts to the nearest dollar. Do not enter amounts using decimals (cents).
- Use the Navigation Bar and buttons within the SACPA Reporting Information System to move from one page to another within the application. Do not use the Back and Forward buttons.
- If you are logged on to the SACPA Reporting Information System and significant time elapses without any data entry, the application will issue a message. You will not be able to continue until you re-enter your password on the SACPA Reporting Information System Welcome page.
- For highest resolution/clarity when using the SACPA Reporting Information System, set your monitor's display resolution to 1024 x 768 pixels. This is optional.

Typical Data Entry Scenario

The following example represents a typical data entry flow for a County user creating a 2001/2002 County Plan using the SACPA Reporting Information System.

Action	Result
1. Log on to the SACPA Reporting Information System using the user name and password provided by ADP.	
2. Change the password to one of your own choosing.	The first time you logon to the SACPA Reporting Information System, you will be required to change your password. After that, you must change your password at least every 90 days.
3. Select your Fiscal Year	
4. If the County has unused funds to carry over from the previous fiscal year, enter the carry-over amount using the Fiscal Year Setup data entry page. Also enter the County Tax Identification Number for the county.	Excess Funds from 2001/2002 will be added to the allocation amount for 2002/2003. Refer to section Creating a New County Plan, on page 21, for further detail on how to update your counties Excess Funds.

Action	Result
5. Select County Plan as the submission type you wish to update	Refer to section Creating a New County Plan, on page 21, for further details.
6. Enter County Plan Entity Information	
7. Enter County Plan Service/Activity Information	
8. Enter County Plan Capacity Projections Information	
9. Enter County Plan Client Projection Information	
10. Complete County Plan Questions	
11. Add your counties Plan Description	
12. Create another County Plan for FY 2002/2003 with different numbers to use as a comparison to Version 1.	Refer to section County Plan Version, on page 36 for further details on how to create a new version.
13. Update/modify data entered in Version 1 and/or Version 2	Refer to section County Plan Version, on page 36 for further details on how to update a new version.
14. Once you are satisfied with the data entered, update the status of the desired Version from DRAFT to FINAL.	Refer to section Updating County Plan Status, on page 45, for further details on how to update the status of the plan.
15. Submit the Final Version of the County Plan for approval by appropriate county representative.	Refer to section Updating County Plan Status, on page 45, for further details on how to update the status of the plan.
16. Once approved by the appropriate county representative, update status of the plan from FINAL to COUNTY APPROVED.	
17. Once the status of a plan has been marked as COUNTY APPROVED, ADP will review the County Plan.	
18. Within 20 working days ADP will either <ul style="list-style-type: none">• Request disbursement of the allocation requested by the county and update the status of the plan from COUNTY APPROVED to ADP APPROVED or	

Action	Result
<ul style="list-style-type: none">• The status will be changed from COUNTY APPROVED to ADP REVIEW/ISSUES PENDING. They will then contact the county if an issue exists.	

D. County Information Page

The sections in the user manual that follow provide details on how to use the SACPA Reporting Information System to perform the necessary tasks.

The County Information page is the first page that is displayed once you have logged on successfully. This page allows you to enter, verify and update contact information.

Welcome to California

Department of Alcohol and Drug Programs **SACPA Reporting Information System**

Napa County **Health and Human Svcs Agcy/Alcohol and Drug Programs**

County Information

Lead Agency Information

Health and Human Svcs Agcy/Alcohol and Drug Programs
2261 Elm Street
Napa, CA 94559-3721

Contact Information

	Name	Phone	Lead Agency Contact	Plan Contact	Financial Status Contact	Financial Status Approver 1	Financial Status Approver 2
<input checked="" type="radio"/>	Perri, Pamela	555-555-5555		X			
<input type="radio"/>	Tester3, Tester3	555-555-5555	X	X		X	X

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Verifying Lead Agency and Contact Information

1. The Name and Address of the Lead Agency will automatically be displayed in the County Information section. Counties cannot update this information. (Only ADP has the ability to update Lead Agency information.)
2. Select the contact you wish to review and click on the **Update Contact** Button.

Welcome to **California**

Department of Alcohol and Drug Programs **SACPA Reporting Information System**

Napa County **Health and Human Svcs Agcy/Alcohol and Drug Programs**

[View/Update Contact Information](#)

To update Contact Information for this Lead Agency, enter the contact information and click the **Submit** button.

Contact Information

Name: (First & Last Name) Tester3 Tester3

Job Title: Tester

Phone: 555 - 555 - 5555 **Ext:**

Fax:

Pager:

Mobile Phone:

Email Address: tbox@adp.state.ca.us

Lead Agency Roles:

☒ Lead Agency Contact

☒ Plan Contact

☐ Financial Status Report Contact

Authorized as Financial Status Report Approver Level 1
Effective Date (From - Through): 10/26/02 - 10/31/02

Authorized as Financial Status Report Approver Level 2
Effective Date (From - Through): 11/5/02 -

Notes

approval authority expires at the end of October

Submit **Reset** **Cancel**

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3. Contact Information corresponds to the person designated as the contact for the Lead Agency. This is not necessarily information associated with the person logged on. Contact Information if available will be displayed.
 - Name (Honorific, First Name, Last Name)
 - Title
 - Phone and Extension if applicable
 - FAX
 - Pager
 - Mobile Phone
 - Email Address
 - Lead Agency Roles
 - Financial Status Report Approvers
4. If entry or updates to Contact Information is required, see “Entering and Updating Contact” on page 18.

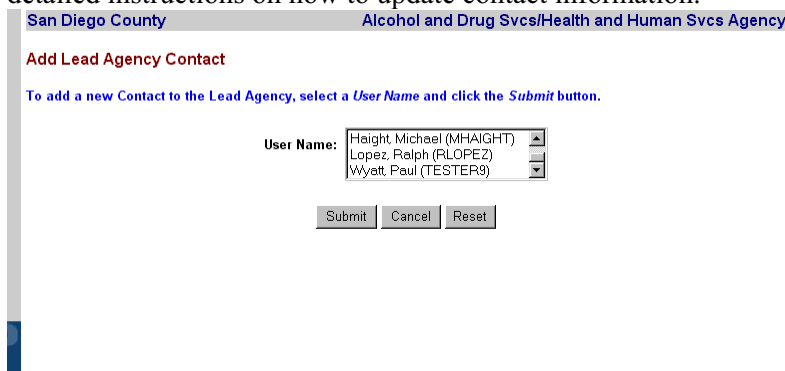
Adding a County Contact

County users can go to the **Update Contact Information** page to add data or make changes to Contact Information.

1. Click the [County Information](#) link on the Navigation Bar. The County Information Page is displayed.
2. Click [Add New Contact](#). The Add Lead Agency Contact page is displayed.



3. Choose a user from the **User Name** box and click the **Submit** button. This will open the Update Contact Information page, see “Entering and Updating Contact Information” for more detailed instructions on how to update contact information.



Entering and Updating Contact Information

County users can go to the Update Contact Information page to add data or make changes to Contact Information.

1. Click the [County Information](#) link on the Navigation Bar. The County Information Page is displayed.
2. Click [Update Contact](#). The Update Contact Information page is displayed.

View/Update Contact Information

To update Contact Information for this Lead Agency, enter the contact information and click the *Submit* button.

3. Update any of the following fields as necessary:
 - **Name (Honorific, First Name, Last Name)**
 - **Title**
 - **Phone and Extension if applicable**
 - **FAX**
 - **Pager**
 - **Mobile Phone**
 - **E-mail Address**
 - **Contact Information Notes**
4. Choose the appropriate **Lead Agency Roles** of the county contact by checking the associated box. Each box represents the type of information for which the contact is responsible. Counties may have more than one contact for each role and contacts can have multiple roles. For more information on how to update these fields see “Updating Lead Agency Roles and Financial Status Report Approvers” on page 20.

5. Click the **Submit** button. The Contact Information page is redisplayed with updated Contact Information.
6. If no other changes to Contact Information are required, click a link on the Navigation Bar to move to another page. The requested page will be displayed.

Updating Lead Agency Roles and Financial Status Report Approvers

County users can go to the Update Contact Information page to add data or make changes to Lead Agency Roles.

1. Click the County Information link on the Navigation Bar. The County Information Page is displayed.
2. Select the radio button next to the contact you wish to update and click the **Update Contact Information** button. The Update Contact Information page is displayed.

3. Choose the appropriate **Lead Agency Roles** of the county contact by checking the associated box. Each box represents the type of information for which the contact is responsible. Counties may have more than one contact for each role and contacts can have multiple roles.
4. For a county contact that is a Financial Status Report Approver Level 1 or Level 2, check the box and enter an effective from date. The effective from date must be later than 5-1-01 and must be prior to the effective through date.

NOTES: The Financial Status Report Approver Level 1 and Level 2 designations can not be set by the approver themselves. Any other county user with a log on can designate the approver as either a Level 1 and/or 2.

To expire the users approver rights, enter a through date on or after the date on which you wish to expire the approver rights.
